

# Exhibit 16



## Job Description

**Title:** Dining Room Captain

**Reports to:** Dining Room Manager

**Department:** deSeversky Center

**Preparer:** Anthony Baffo

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### Principal Responsibilities:

Under the direction of the Dining Room Manager and General Manager, the Dining Room Captain oversees dining room operations.

- ❖ Satisfy all guest and client needs with a perfect and unexpected experience by maintaining the highest level of guest satisfaction and quality standards, and provides direction and development for staff
- ❖ Represents NYIT Dining Services to students, faculty, staff, and guests in a positive and professional manner
- ❖ Works closely with staff to build morale and emphasize team work
- ❖ Assists with training, employee development and team meetings
- ❖ Supports the needs of a diverse work environment
- ❖ May assist with interviewing process
- ❖ Provides appropriate progressive discipline
- ❖ Conducts pre-meal meetings with staff in conjunction with Dining Room manager and Executive / Sous Chefs
- ❖ Responsible for maintaining sanitation standards in compliance with county and state laws, NYIT Health and Safety regulations, and HACCP policies
- ❖ Assists Chef and Sous Chef in monitoring all aspects of food quality, including quantity and adherence to established menu
- ❖ Ensures inviting and appetizing presentations of all food displays
- ❖ Executes mansion opening and closing procedures
- ❖ Assists in administrative duties, including inventory, payroll, scheduling, calendars, documentation, and ordering supplies.
- ❖ Communicates with managers and other team members to learn of daily specials, events and important shift information.
- ❖ Have an outgoing and guest oriented personality and demonstrates a helpful, positive attitude at all times to guests and team members.
- ❖ Always be on time
- ❖ **Position will entail nights, weekends, and holidays**
- ❖ Other duties/responsibilities may be added as the level of business and needs of the Center increase and change
- ❖ Adhere to all NYIT and department specific policies and procedures including dress code and attendance policies
- ❖ Is neat and well groomed for every shift and in immaculate and proper work attire